



## **Guidelines for Clubs, Team Managers and Assistant Managers**

The Encourage Shield is designed to include those juniors, both boys and girls, who are relatively new to golf and may have just achieved their GA handicap. To ensure that they enjoy this event and learn from the experience it is essential that they know the **basic rules of golf**, that they have had some **practice rounds in match play** and understand the **concept of pace of play**.

It is important that they **know the concept of “giving a putt”** and when to **“concede” a hole**. They need to know that they must **discuss rulings with their opponent** and then, if necessary, **ask only their manager or host club rules official** for assistance. They must not involve their parents or supporters in this situation.

Experience has shown us that this is not easy and requires time and patience to implement, but it is totally worth the effort in order to help our beginners develop their game and to remain keen about playing golf.

Once your Club has selected the team, the Manager should accept these responsibilities.

**Before the Event:-**

- Submit Entry form by closing date
- Arrange Team apparel
- Arrange Practice sessions and trial matches
- Teach the players Basic Rules, Pace of Play etc.
- Advise parents and supporters of their responsibilities

**Before Each Contest:-**

- Advise team members of the Venue and time of next contest.
- Advise Slope and Scr Ratings of the course to be played, and confirm time, to other Club Managers in your division.
- Check handicaps are correct on the day
- Establish dress code for the venue and advise players

**At the Contest:-**

- Record names on Team/Result sheet in correct (adjusted) order
- Liaise with your opponent manager to complete team sheet.
- Arrange Walkers for high handicap groups
- Mark shots given or received on each player's card.
- Remind parents and supporters of their responsibilities

### **Determine the Order of Play for each contest.**

1. Determine the slope rating of specific course that will be played at the host club.
2. Look up the **daily handicap** for each player using the players GA handicap index (golflink – see below) for that course. See links below.
3. Adjust any girl's handicap by the difference between the Men's SCR and Women's SCR.
4. Arrange players lowest to highest in positions 1, 2, 3, 4, 5 & 6 after step 3.

Note - If there are 2 players on the same **daily handicap** they can play in any order.

Determine GA handicap index (using golflink number) <http://www.golflink.com.au/handicap-history-lookup/>

### **Remind your players of the importance of Pace of Play – See page 4 for further info.**

Tees - Put your tee in the ground while the previous player is picking theirs up.  
 Fairways - Walk quickly to your ball and be ready to play when it is your shot.  
 Greens - One match putts out and goes to the next tee to get ready to hit off, while the other match putts. Line up your putt while others are putting.



## **Host Club Starting Guidelines**

### **Advise Conditions of Play and Course Information**

- Local Rules
- Tees (Boys and Girls)
- Fairways – Play as it lies **OR** Preferred Lies \_\_\_\_cm
- GUR areas
- Course specific items (Hazards, OOB, Bunkers in wet weather)
- Location of bistro or Halfway house for drinks and sandwich.

### **Emphasise the importance of Pace of Play: –**

- Walk quickly to your ball and be ready to play when it is your shot.
- Line up your putt while others are putting.
- One match putts out and goes to the next tee to get ready to hit off, while the other match putts.
- They may hit off if safe and then wait for the other players.

### **Remind Parents & Supporters of their responsibilities.**

- Welcome to walk around keeping in the rough or tree lines (not middle of fairway) or going ahead as spotters on some holes.
- Congratulate with applause and encourage with “Well Done” or “Good Shot”
- Do not give advice at any time.
- Do not get involved in rulings. The players are to decide between themselves on any rulings or call the Team Manager for a decision.
- Do not caddy until the match is over.
- Be aware of players behind and on other fairways – Safety First.

### **Any Problems or Assistance required.**

Your manager can contact me on (mob. no.) \_\_\_\_\_

### **Captain Toss**

**Order of Play - No. 6 & 5, first then 3&4, and then 1&2**

**Call players to the tee. Tell them when it is safe to hit.**



## Rules for Parents and Supporters at Encourage Shield Matches

### What Parents and Supporters MAY DO on the Golf Course.

**On Course** You are welcome to walk around keeping in the rough or tree lines (not middle of fairway) or go ahead and act as a spotter on some holes.

**Congratulate** Applause and Encouragement with “Well Done” or “Good Shot” are OK.

**Be a spotter** With safety first in mind, you can be very helpful to be about 150 to 200 metres down the fairway, or near the green, so you can see where the ball goes.  
Knowing the location of each player’s ball will speed up play.

**Search** If a player cannot find their ball, help in the search.

**Respect** Show respect for all players and team managers. Put your **Mobile Phone on Silent**.

**Be helpful** If the group you are following is behind time (that is, the group is not waiting on the group in front to play), offer to fill divots or rake bunkers to save time.

**Be safe** Do not stand in the fairway or in front of the green.

### What Parents And Supporters MAY NOT DO on the Golf Course.

**Give Advice** Do not coach the players or offer advice on what club they should use or what shot they should play. Do not indicate line of play or stand on or near the line of play. It is best not to talk to the players at all during the match. Let them learn from the experience.

**Rulings** Do not get involved in rulings at any time. The players are to decide between themselves on any rulings or call the Team Manager or Asst. Manager for a decision.

**Distractions** Do not talk loudly or move during a player’s shot.

**No Caddying** Do not caddy until the match is over.

**You may be asked to leave the course if you do not comply with these conditions.**

**Remember, it is the ‘Encourage’ Shield:- Encourage all the players!**

## Walker Guidelines

### Attn – 2018 Encourage Shield Team Managers

At the 2016 Encourage Shield AGM in July, it was decided to implement the following policy. This policy will continue for the 2018 season.

**Managers may appoint a “WALKER” to supervise a group that has players with high handicaps.**

As was the case last year, there will be many players whose handicap is 32+ (boys) and 40+ (girls) in this year’s event. Usually these players will be in the 5 or 6 positions, playing against each other, and hence will play in the first group in the contest.

In order to help with pace of play, it is suggested that the team managers discuss appointing a “WALKER” to supervise these groups. The WALKER would ensure that the players maintain their pace of play by helping them to learn who should play next, ensuring that one match putts out and moves to the next tee, making sure that they leave their buggy in the right position when on the green etc. The WALKER may be a parent who knows what is expected in terms of Pace of Play.

The WALKER may rake bunkers and attend the flagstick if he/she deems it necessary and assist with basic rulings to save time. Their job is to ensure that no time is wasted during the game. It was agreed that the Managers may appoint two WALKERS to work together to make things go smoothly on the day.

The WALKER will **not** instruct, or assist with shot selection, or give any advice on play.

The WALKER will **not** record any scores. That will remain the player’s responsibility.

Further, parents or spectators can assist by moving buggies to the correct side of the green where it is obvious that time could be saved. **This action would NOT be considered caddying.**

**This is in the best interests of all players by ensuring that they enjoy their day and learn from the experience.**

## Good Golf Habits - Pace of Play Guidelines Encourage Shield Match Play

### When the Team arrives at the course.

Managers - Meet with your opponents Manager and fill in the Team Sheet

Managers - Advise your players of the local rules and conditions and the holes they get/give shots.

Players - Warm up stretches, putting, chipping, hit a small bucket of balls or a hit in the practice nets.

### On The Tee

Arrive at the tee 5 minutes before your tee time. Introduce yourself to your opponent.

Decide on strategy for the first hole - select your club

If you are first off, tee up and be ready to hit when the players in front are out of range.

If you are second, be ready to walk up and tee up your ball as the first player is picking up their tee.

### On the Fairway

Being aware of others, walk briskly to your ball, thinking about your next shot.

Select your club and be ready to play when it is your turn.

Repair your divot hole and move to your ball, thinking about your next shot.

Watch other players balls and help search for their ball if necessary.

In your match the furthest ball from the hole is played first.

Be aware of what your opponent is doing at all times, counting all strokes.

Leave your clubs between the green and the next tee

### Approaching the Green

Leave your clubs between the green and the next tee

Check your line of putt as you approach the green (up or down hill, left or right break)

Ask your opponent how many strokes he has had so that you know the exact situation.

If you cannot win or halve the hole, concede it to your opponent.

### On the Green

Don't walk or stand on any players line of putt including your own.

Mark and clean your ball and repair your pitch mark and check your line of putt for other pitch marks or leaves etc.

Read your line (up or down hill, left or right break) while others are putting and be ready when it is your turn.

The number 6 (4 & 2) match should always putt out first. The number 5 (3 & 1) players take out the flagstick or attend it.

The number 5 (3 & 1) players then putt out while the number 6 (4 & 2) players go to the next tee to get ready to hit off.

If your opponent has an easy putt, give it to him rather than have him mark his ball. The "gimmee" counts as a stroke.

If you cannot win or halve the hole, concede it to your opponent, even if you haven't putt yet.

Be aware of where your shadow is. It should not be across a line of putt.

**Your group should always be immediately behind the group in front of you.**